

## **Chief of Operations: Investigations Division - New York City**

The Office of the Attorney General (OAG) is seeking qualified candidates for the position of Chief of Operations. Candidates should be hard-working, motivated, and committed to public service on behalf of the people of the State of New York.

The Chief of Operations (COO) is a senior executive within the OAG Investigations Division. The COO, along with the Chief Investigator and First Deputy Chief Investigator, will be responsible for leading the direction of work and operations of all OAG Detectives, Investigative Specialists, Supervisors, Assistant Chiefs, and Deputy Chiefs statewide.

The Investigations Division includes: Criminal Enforcement and Financial Crimes Unit, Organized Crime Task Force, Medicaid Fraud Control Unit, Public Integrity Bureau, Executive Protection Unit, Special Operations Unit, Office of Special Investigation, Sexual Offender Monitoring Bureau, Civil Investigations, and Major Investigations.

### **Specific Duties and Responsibilities of the Chief of Operations include, but are not limited to:**

- Ensure compliance with all Criminal Justice Reforms and remain current on proposed changes.
- Work closely with the Chief of Investigations to ensure that the Investigations Division is operating with maximum compliance with the agency's Diversity and Inclusion objectives.
- Review and approve the division's procurements within State Contract guidelines.
- Participate in the creation, review, and updating of division policies for the Policy and Procedures Manual.
- Participate in new employee interviews and internal promotions.
- In coordination with the First Deputy Chief, provide executive level supervision over all units within the division, personnel issues, and performance evaluations.
- Liaise with law enforcement executives at the local, state, and federal levels.
- Liaise with all other divisions with the Office of the Attorney General.
- Supervise all internal and integrity control standards.
- Ensure strict adherence to and evaluation of all issues related to overtime compensation.
- Conduct internal affairs investigations as necessary.

### **Minimum Qualifications:**

- Experience as a senior executive within a mid-sized or large law enforcement agency.
- At least fifteen years of progressively responsible law enforcement experience.
- Extensive managerial experience in administration, fiscal management, and police operational matters with a proven track record of experience establishing policies and procedures.
- Established experience, contacts, and working relationships with high level Law Enforcement and Government executives on the Federal, State and Local levels.
- Completion of a senior law enforcement management program, e.g., FBI National Academy, Police Management Institute, or Southern Police Institute.
- The ability to oversee highly sensitive criminal and internal investigations.
- Extensive experience in internal investigations of bureau staff.
- Experience formulating training plans for investigative staff.

- Knowledge of NYS laws relating to evidence, criminal procedures, etc.
- Excellent interpersonal communications skills and strong writing skills.
- Proficiency with computers, common applications, search engines, investigative databases, and internet research.
- Bachelor's degree in a related field.
- Current NYS basic police school certification.
- Must possess a valid NYS driver's license and have the ability to drive a motor vehicle.
- The NYS Public Officer's Law requires that police officers at the OAG be citizens of the United States and reside in New York State.

**Preferred Qualifications, skills, and education:**

- The ability to read, write, speak, and understand a second language in addition to English (e.g., Spanish, Mandarin, Russian, Korean, etc.) is preferred.
- Master's degree or equivalent professional certification is preferred.

This position is in the exempt class, and incumbents serve at the pleasure of the Attorney General.

**Please respond to posting number Reference No. INV\_OCI\_NYC\_66705\_092524, as outlined below. Deadline for responding is September 25, 2024.**

Performance of the duties may require frequent, unscheduled work on evenings and weekends and requires 24/7 availability. This position is in the exempt class, and incumbents serve at the pleasure of the Attorney General. The Hire Rate for this position is \$150,566. Appointments in New York City receive an additional \$3,400 location pay.

**Applications are being received online.** To apply, please click on this link: [INV\\_OCI\\_NYC\\_66705\\_092524](#). Applicants will be taken to the online application page for this position. Applicants must be prepared to submit a complete application packet consisting of a cover letter (include Reference No. INV\_OCI\_NYC\_66705\_092524) and resume. Please note: Failure to submit a complete application will delay the consideration of your application. You may address your cover letter to Investigator Jobs.

For questions about an Investigator position with the OAG, the application process or assistance with submitting your application, please email [Investigator.jobs@ag.ny.gov](mailto:Investigator.jobs@ag.ny.gov) or call 518-776-2500.

**Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.**